

## **Safe Sanctuary: Appropriate Boundary Setting**

### **Supervision**

All Church activities involving Children, Youth, or Vulnerable Adults shall adhere to the following minimum requirements:

There shall be two unrelated Adults present.

- A. The Adults may be related to participants, but not to one another.  
Related/married Adults may lead together, but there must be at least one more Adult present. (This requirement may be waived in the case of paid Staff.)
- B. If it is not possible to have two Adults always present, the activity must take place in an open space—indoors or outdoors—where other Adults are able to witness the activity and interactions of all involved. It is NOT acceptable to have only one Adult present with Children, Youth or Vulnerable Adults in a private space, or any space where other Adults are not able to witness the activities and interactions of all involved.
- C. During a Church sponsored event, one member of the Staff may provide childcare for a group of 5 Children or less. The childcare must be provided in a room where the door can be left open or there is a window in the door. There will be a Staff member “on-call” if a problem arises in the nursery.
- D. There may be only one Adult present for Youth small groups that happen within the context of a larger program (like M&Ms) as long as that the Adult is Staff member – not a volunteer - and the door to the room is open or has a window in it.
  - I. The “Rule of Three”- There must always be a minimum of three unrelated people together for any Church event; this can be two Youth and one Adult, or one Youth and two Adults. The “Rule of Three” can be followed for ministries with Youth, grade 7 and above.
  - II. There should be at least one Adult trained in first aid and CPR on the premises. First aid kits will be readily available, and locations shall be made known during Safe Sanctuaries training.
  - III. At no time should windows be obscured or doors locked to areas where Children, Youth or Vulnerable Adults are meeting. *Exception: Active shooter drills or incidents.*
  - IV. All Leaders assisting with diaper changing, toileting, and clothes changes of Children, Youth, or Adults with special needs shall follow the guidelines as set forth in the Church’s Teacher Training Manual.
  - V. All Leaders shall follow appropriate boundary guidelines as set forth in Safe Sanctuaries training.

### **5.F Individual Counseling**

- Sometimes one-on-one interactions are necessary, specifically in reference to counseling. These interactions must be conducted appropriately.
- The Clergy, Staff, or lay leader shall conduct the meeting in a visible space, meaning that the office door is open or a window is visible and someone can reasonably see all persons in the room or the meeting shall take place in a public place.

Suspected abuse, neglect, or threats to oneself or others uncovered in counseling shall be reported in accordance with Ohio law.

- Volunteers must report to the age level program Staff or Church pastor if a minor discusses self or others, committing a crime, or being abused
- There are limits to confidentiality when working with Youth. Questions about such cases or other issues of confidentiality must be discussed promptly with the age program Staff or the Church pastors. Any serious issues discussed in confidence should be reviewed with one of the Staff, who will also protect the confidential nature of the discussion. Conferring with a minister on sensitive issues is not considered breaking a confidence.
- All clergy will abide by Ohio law in relation to providing pastoral counseling (ORC 4757.41)

## **5.G Communications**

1. **General Communication:** Any communication via text, email, etc. between a Staff or Volunteer and Youth or Child must include that person's parent/guardian in the communication as well.
2. **Social Media:** In general, our Church views social networking sites (such as Instagram, Snapchat, Facebook, and so forth), personal websites, and blogs in a positive light and as a medium for self-expression. In order to carry Safe Sanctuaries principals into the online environment, Staff and Volunteers are expected to observe the following guidelines:
  - Staff and Volunteers should not submit "friend" or "follow" requests to Children or Youth
  - Staff and Volunteers are free to accept or decline requests from Children and Youth to "friend" or "follow" them on social media, provided permission is received from the parent/guardian of that Child or Youth first
  - Staff and Volunteers must be respectful in all communications and blogs related to or referencing the Church congregation, its members, and other Staff or Volunteers
  - Staff and Volunteers must not use social media, personal websites, or blogs to harass, bully, or intimidate others

- Staff and Volunteers must not use social media, personal websites, or blogs in ways that are contrary to the mission and ministries of the church.
- Staff and Volunteers must not post pictures of congregation members, other Staff or Volunteers without obtaining written permission
- If a Staff member chooses to identify themselves as an employee of our Church in these sites it could be assumed that some readers may view this employee as a representative or spokesperson of the Church. Considering this possibility, Church requires that Staff observe the above guidelines when referring to the Church, its programs and activities, its members, and other Staff or Volunteers, on social networking sites, personal websites, or blogs.

Staff and Volunteers found to be in violation of this policy will be subject to disciplinary action, up to and including dismissal.

### **5.H Transportation**

- In off-site events, there will be at least two or more Children, Youth, or Vulnerable Adults with an Adult driver. Each Adult driver must have an Auto-Safety Form on record with the Church office.
- If Children, Youth, or Vulnerable Adults are being dropped off at different locations efforts must be made to have the last remaining Child, Youth, or Vulnerable Adult be a family member related to the vehicle driver. If this is not possible, the parent or guardian of the last Child, Youth, or Vulnerable Adult must be informed of the drop-off process and give approval for the arrangement.
- Ministry activities and events involving transportation must require written and signed permission from parents or legal guardians
- When using charter buses or other contracted drivers, the carrier must provide certification that the driver has completed a background check within the last 3 years

### **5.I Off-Site and Overnight Events**

Adults shall not share a bed with an unrelated Child, Youth, or Vulnerable Adult  
Leaders must obtain medical information and liability release forms for all participants and keep those records on hand throughout the off-site activity or overnight event  
Leaders shall provide parents or guardians with specific information regarding the schedule, sleeping arrangements, leader-to-participant ratio, and emergency contact information.

Quiz link: <https://forms.gle/VHrd78UmwHjysGZu9>



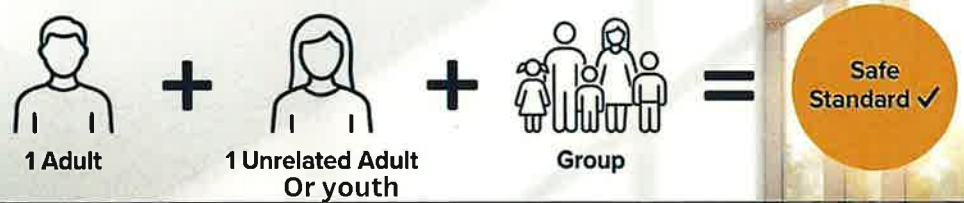
SESSION 4: APPROPRIATE BOUNDARY SETTING

# SAFE SANCTUARY

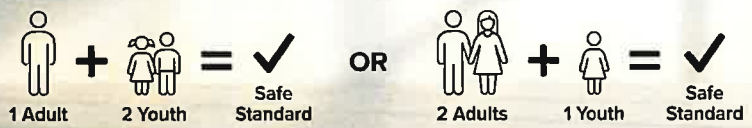


## Supervision

The baseline requirement for any church activity is the presence of two unrelated adults, or one unrelated adult and one unrelated youth.



### The Rule of Three for Grade 7+



Are the adults married or related? You must add +1 unrelated adult to the equation. (Note: This requirement may be waived for paid Staff).

If it is not possible to have two adults always present, the activity must take place in an open space.

It is **NOT acceptable** to have only one adult present with children, youth or vulnerable adults in a private space, or any space where other adults are not able to witness the activities and interactions of all involved.

## During a church-sponsored events



### Nursery Care

**Ratio:** 1 Staff to 5 Children maximum.

**Environment:** Door must remain open or feature a visible window.

**Support:** A designated staff member must be "on-call" for emergencies.



### Youth Small Groups

**Ratio:** 1 Adult is permitted **IF** they are a Staff member (not a volunteer).

**Environment:** Room door must be open or have an unobstructed window.



### Special Needs

**Action:** Diaper changing, toileting, and clothes changes.

**Protocol:** Strictly follow the guidelines set forth in the Church's Teacher Training Manual.

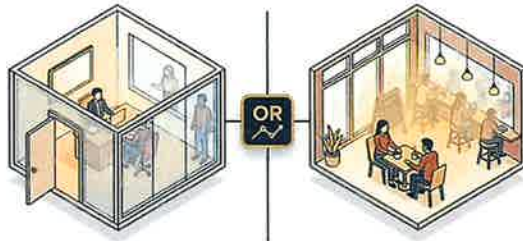
At no time should windows be obscured or doors locked to areas where Children, Youth or Vulnerable Adults are meeting. Exception: Active shooter drills or incidents.

# Individual Counseling

## The Visibility Balance in Individual Counseling

One-on-one interactions are sometimes necessary for pastoral care, but they must never happen in the dark. All clergy must abide by Ohio law (ORC 4757.41) regarding pastoral counseling.

### The Setup



### The Rule

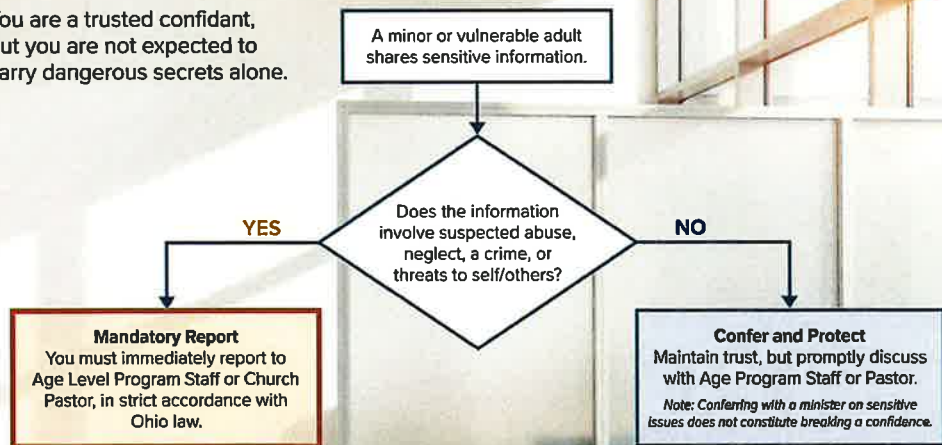
The meeting must take place in a public space  
OR an office where someone can reasonably see all persons in the room.

© NotebookLM



## The Limits of Confidentiality

You are a trusted confidant, but you are not expected to carry dangerous secrets alone.



© NotebookLM





## Communication

Any communication via text, email, etc. between a staff or volunteer and youth or child must include that person's parent/guardian in the communication as well.



## Navigating Social Media Boundaries

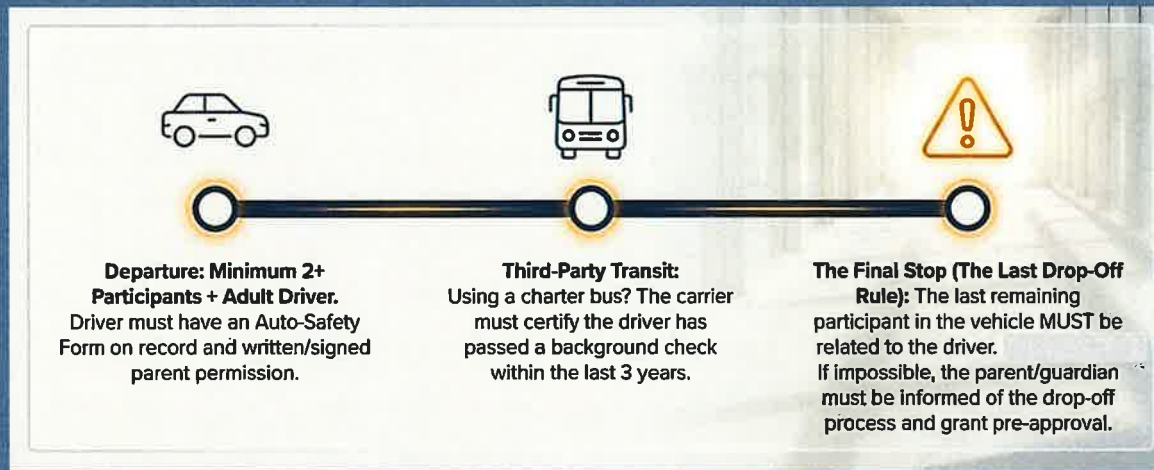
Social networking is a positive medium for self-expression, provided we carry our Safe Sanctuary principles into the online environment.

	<b>DO NOT</b>	Submit "friend" or "follow" requests to Children or Youth. Use platforms to harass, bully, or intimidate. Post anything contrary to the mission and ministries of the church.
	<b>ASK FIRST</b>	Accept inbound requests from youth (requires parent/guardian permission first). Post pictures of congregation members, staff, or volunteers (requires written permission).
	<b>DO</b>	Be respectful in all communications. Remember that if you identify as an employee online, readers view you as a church representative.

Violations of this policy subject staff/volunteers to disciplinary action, up to and including dismissal.

© NotebookLM

## Transportation



## Off-Site & Overnight Events

- Medical information and liability release forms are physically on hand at all times.
- Parents/guardians are fully briefed on the schedule, leader-to-participant ratios, and emergency contact info.
- Parents/guardians are explicitly informed of all sleeping arrangements.

**“Under no circumstances shall an Adult share a bed with an unrelated Child, Youth, or Vulnerable Adult.”**

# Safe Sanctuary Session 4: Appropriate Boundary Setting

REVIEW SESSION 4: TAKE QUIZ

